



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

9 Mar 2023

DIVISION MEMORANDUM

No. 80, 62023

TO: Chief Education Supervisor, CID and SGOD
Public Schools District Supervisors, Coordinating Principals
Public Elementary and Secondary School Heads
All Others Concerned

DESIGNATION OF DIVISION AND SCHOOL INFORMATION OFFICERS

1. To better facilitate news and information processing from the Central Office, Regional Office, schools and other agencies, this office designates LORNA M. YACO, as Division Information Officer and ARVIN M. DOMAN, as the Alternate Division Information Officer.
2. Division Information Officers are tasked to:
 - (a) assist and act as focal point persons in addressing issues and concerns raised by the public and the media involving their offices;
 - (b) provide news feed to the communications unit for possible inclusion in the media releases;
 - (c) support the head of the Division (Schools Division Superintendent) in responding to media queries and local news issues;
 - (d) coordinate with the Regional Public Affairs Unit on official statements and reactions on existing issues;
 - (e) perform the duties of a communications officer in addition to their current duties; and
 - (f) lead the management of the Division Facebook page in providing updates, highlights and milestones on the programs, projects and activities of the Division
3. School heads are directed to designate School Information Officers. The designated School Information Officers shall be tasked to:
 - (a) assist the school heads and act as focal persons in verifying issues and concerns raised by the public and the media involving their school or area;
 - (b) facilitate the conduct of verification of information based on protocols, data privacy, integrity and confidentiality;
 - (c) facilitate the communication of any untoward incidents in their respective areas, and submit a detailed report within 24 hours to the Schools Division Office.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

- (d) provide updates to the Schools Division, Region or CO that may be referred to in media releases to national media;
 - (e) support their respective Schools, Schools Division, and Regional Offices in responding to media queries on local issues;
 - (f) coordinate with the Schools Division, Regional or CO to request for official statements on existing issues;
 - (g) perform duties and responsibilities related to DepEd Public Affairs programs, projects, and activities;
 - (h) perform other tasks related to the efficient communication, documentation and dissemination of information to DepEd CO and vice versa;
 - (i) lead the management of the DepEd Tayo school facebook page in providing updates, highlights and milestones on the programs, projects and activities of the school.
4. For further queries the designation, duties and function of school information officers, please contact the designated information officers through their Facebook accounts or through this mobile number: 0960-275-4170.
5. For information, guidance and compliance.

GLORIA B. BUYA-AO
Schools Division Superintendent

*References: DM 17, s. 2021
DM 99, s. 2010*



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

